

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Logistics Assistant or Coordinator

Revision Date: 11/16

EEO Category: Protective Service

Status: Non-Exempt

Control No: 30462 / 30463

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Fire Chief and reporting directly to the Medical Officer; responsible for overseeing vehicle repair and maintenance; coordinating apparatus movement to and from fleet; inventory and purchase requests for medical supplies; and assist training division as needed.

III. Essential Duties:

Logistics Assistant

- Assist with training of fire personnel in both fire and medical scenarios.
- Coordinate equipment and apparatus repair and scheduling with appropriate vendors or Fleet.
- Inventory and manage medical, fire and station supplies.
- Purchase equipment and supplies following approved purchasing procedures.
- Ensure annual pump testing and ladder testing are completed and records maintained.
- Ensure annual safety inspection of all SCBAs and maintain records as per manufacturers' specifications.
- Ensure quarterly testing of fresh air compressors and maintain records.
- Schedule any small tool repairs needed.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.
- Maintain personal fitness in order to effectively perform essential duties of job.
- Inform supervisor if ability to effectively perform duties of job is impaired.

Logistics Coordinator

- All of the above Logistics Assistant duties.
- Drive and operate department apparatus in non-emergent situations.
- Ensure that all department apparatus and equipment is maintained and prepared for safe operation and use.
- Provide instruction and training for fire personnel in both fire and medical scenarios.
- Tow trailers as needed.

Additional Duties:

- Maintain proficiency in advanced life support procedures and training techniques.

IV. Marginal Duties:

- Assist Fire Prevention as assigned.
- Perform other duties as assigned.

V. Qualifications:

Experience (Logistics Assistant): Entry level position. Logistics Assistant must meet qualifications equivalent to a Firefighter position.

Experience (Logistics Coordinator): Prefer one year as Logistics Assistant with Sandy City prior to advancement to Logistics Coordinator. Logistics Coordinator must meet qualifications equivalent to a Fire Engineer position.

Certificates/Licenses (Logistics Assistant): Requires a valid Utah Driver's License, state of Utah Firefighter II certification and state of Utah Advanced EMT certification. Fire Inspector I certification will be required to be completed within the one-year probationary period. All certifications must be maintained throughout the tenure of this position.

Certificates/Licenses (Logistics Coordinator): All of the above certificates/licenses requirements as Logistics Assistant. State of Utah Apparatus Driver Operator certification. Instructor I and EMT Instructor certifications and certificate of completion showing competence in proper hookup and towing of trailers (through Sandy City Parks or other approved class) are required.

Probationary Period: A one-year probationary period with Sandy Fire Department is a prerequisite to this position.

Knowledge of (Logistics Assistant): Firefighting skills; emergency medical procedures; hazardous materials; international fire code; Fire Department policies and procedures; inspection procedures; sprinkler systems; alarm and communication procedures.

Knowledge of (Logistics Coordinator): All of the above knowledge as Logistics Assistant. Fire streams, forcible entry, water supply, salvage and overhaul; fire pump operations; and command procedures.

Responsibility for (Logistics Assistant): The repair and general maintenance of department apparatus and equipment; ordering and inventory of supplies and equipment in accordance with City policies. Assist Medical Officer in providing quality training for department as assigned.

Responsibility for (Logistics Coordinator): All of the above responsibilities as Logistics Assistant. Performance of manipulation skills outlined under the Utah State Apparatus Driver Operation Certification Program.

Communication Skills: Ability to communicate verbally and in writing; ability to write reports. Must have the knowledge and skills to deal with vendors and stay within the Sandy City purchasing policies.

Tool, Machine, Equipment Operation: Frequent use of fire and medical equipment including hose lines, nozzles, pumps, hydrants, extinguishers, ladders, hand tools, extrication tools, air masks, etc.

Analytical Ability: Ability to analyze and solve problems; establish and maintain effective working relationships with the public and City personnel.

VI. Working Conditions:

Physical Demands: Duties of job require moderate to heavy physical exertion; constant seeing and hearing; constant attendance; must be able to wear and work in fire department breathing apparatus; requires great muscular exertion, stooping, kneeling, climbing and balancing.

Working Conditions: Generally comfortable working conditions; the noise level in the work environment is usually minimal. Moderate mental pressure and fatigue exist during an average day due to exposure to deadlines and contact with others. Professionalism and discretion required when working with the public and various vendors. Must follow the city bid process and observe deadlines. Minimal overtime required; typically work shifts are 8 hours in length; possible call backs on days off.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT APPROVED BY: _____ DATE: _____